



## State of Montana Job Vacancy

### Department of Transportation

#### Billings District

424 Morey Street

PO Box 20437

Billings, MT 59104-0437



September 24, 2008

Internal/External Statewide

*An Equal Opportunity Employer*

Job Title: Maintenance Technician  
Position No.: 54197338  
Division: Billings  
Location: \*\*\*Billings, Lodge Grass, Hardin, Busby, Laurel, Bridger, Red Lodge, Columbus, Big Timber  
Job Code: 999307  
Type of Position: Temporary  
Work Comp Code: 9421  
Bargaining Unit / Code: AFSCME / 0000-7  
Grade: BC 7  
Hourly Salary Range: \$17.381  
Supplement Required: Yes ☐ No ☒  
Closing Date: Open until filled

**\*\*\*Temporary positions will include 40 hour per week shifts, 20 hour per week shifts and call-out positions.**

### **Maintenance Overview**

Field Maintenance Bureaus are located in ten geographic areas of the state and are generally headquartered in the largest city in the area. Bureaus ensure necessary services are provided to enable the traveling public to move over the highways safely year-round. Services include repairs and preventive maintenance of state highways, secondary highways and the various signs and structures within the highway right-of-way. This includes winter plowing and sanding, year-round repairs to the national, state, secondary and urban highway systems, responding to natural disasters, and the preservation and maintenance of all State-maintained roadways, structures, rights-of-way, traffic control devices, buildings and other facilities, staff vehicles and a fleet of highway maintenance equipment.

### **Description of Duties**

#### Working Procedure:

In winter, loads sanding material and does snow removal and sanding. Responsible for overall functional operation of machines including pre-operational checking, scheduled servicing, adding fluids; and changing pins, cutting edges, teeth on buckets, etc. Performs related work as required.

Source of Supervision: Field Maintenance Supervisor, Maintenance Superintendent or other designated person.

## **Job Requirements**

**Physical Demands:** Must be able to perform moderate physical activity in lifting, carrying, and/or operating the tools, equipment and materials listed above.

**Necessary Special Requirements:** A valid Montana Class A Type II Commercial Operators License w/endorsements for air brakes and tanker is required. Successful applicant must live or relocate within 30 road miles of the section shop and must have a telephone or be reasonably accessible.

## **Education and Experience**

One year experience driving heavy truck and operating construction-related equipment.

## **Compensation / Benefits**

Annual pay raises as granted by the legislature. State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays and up to 15 days military leave with full pay.

## **Application Process:**

The application materials required for this position are indicated with check marks.

- ☒ Completed MDT Application (form Online APP-0506 Rev) or the Montana State Application (PD 25).
- ☐ Answers to the attached supplemental questions (include your name and the position number if not applying online).
- ☐ Professional/Employment References listed with contact information.
- ☐ Resumé
- ☐ College or University transcripts. (Copies of transcripts accepted.)
- ☐ Copies of license(s) or certifications upon a conditional offer of employment by MDT.
- ☒ Negative Drug Screen results (testing arranged by MDT) upon a conditional offer of employment by MDT.
- ☒ Other: Behavioral Based Interview & Performance Examination

VEBA: ☐ Yes ☐ No ([what is VEBA](#))

- ☐ For internal applicants, this position will qualify for reimbursement under the Moving and Relocation Expense Policy (3-0151).
- ☐ Consideration may be given to filling the position with a training assignment.
- ☒ Reference checks will be conducted and considered as part of the selection process.

## **Supplemental Questions:**

**Application Materials and Deadline:** Complete application materials must be postmarked or sent electronically by the closing date (as indicated below) to a Montana Job Service Office or:

**Billings District**  
424 Morey Street  
PO Box 20437  
Billings, MT 59104-0437

Closing Date: ☐ by 5:00 pm **or** ☒ Open until filled

If applying electronically, go to: <http://www.mdt.mt.gov/jobs/>.

Application materials from interested Department of Transportation employees must be submitted online or received in the Billings District office in Billings by 5:00 pm on the closing date.

In-state and out-of-state applications are due by 5:00 pm Mountain Time on the closing date. You can apply for this position online. Alternatively, you may mail a completed State Application Form (PD-25) to the address shown above or to a local Montana Job Service Workforce Center.

Please visit the MDT website at <http://www.mdt.mt.gov/jobs/> for additional employment opportunities and information.

**Late or incomplete applications will not be considered. Failure to turn in all required documents will result in disqualification from the selection process.**

**Reasonable Accommodations:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job, or to enjoy equal benefits and privileges or employment available to other employees. If you need such accommodation, contact this agency within 72 hours of needs, to allow us sufficient time to meet your request.

**Applicants claiming Veteran's or Disabled Person's Employment Preference** (see MDT Application Form) must submit verification of eligibility **prior to the closing date**. Required documents include a DD-214 (military) and/or the PHHS Certification of Disability form and the Employment Preference Form.

In accordance with the Immigration Reform and Control Act, the person selected must produce within three days of hire, documents that show authorization to work in the United States. Examples of such documentation include a birth certificate or Social Security card along with a driver's license or other picture ID, or a US passport, or a "green card". Also to comply with the Montana Compliance with Military Selective Service Act, this Agency (Montana Department of Transportation) must verify that the covered applicant has complied with the federal Military Service Act within three days of hire.